



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR:

HOUSING INSPECTOR

SALARY:

\$26,638 – \$31,907

GRADE:

84

CLOSING DATE:

Continuous Recruitment

POSITION: A Housing Inspector inspects the exteriors, interiors and adjacent grounds of vacant and occupied one and two family dwellings and the exteriors and adjacent grounds of commercial establishments to enforce the Housing and Health Codes of Baltimore City. Employees work a conventional workweek and are on 24-hour call back duty.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management;

AND

Have completion of two years at an accredited college or university;

OR

Have graduated from an accredited high school or possess a GED certificate;

AND

Have two years of experience in housing inspection work;

OR

Have completion of the two year Baltimore City Housing Inspector Apprenticeship Program.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

CONTINUOUS RECRUITMENT: Vacancies may be filled at any time. Applications will be processed in the order in which they are received. Delay in filing your application may prevent you from being considered for vacancies.

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KMT/mk POSTED: 2/24/03

Apply to: Baltimore City Department of Human Resources · 201 East Baltimore Street · Suite 100 · Baltimore, Maryland 21202 · (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.

NOTE: Candidates hired after 12/8/02 must obtain a Certificate of Appointment as a Special Enforcement Officer by the Police Commissioner of the City of Baltimore within one year of appointment. Revocation of the Certificate of Appointment by the Police Commissioner is grounds for dismissal. Certificate of Appointment as a Special Enforcement Officer requires the applicant to:

- Be 21 years of age within 90 days of date of hire; and
- Satisfactorily pass a fingerprint and background investigation conducted by the Baltimore City Police Department.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Housing and Community Development
Personnel Division
417 East Fayette Street
Room 201
Baltimore, Maryland 21202



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202